



Republic of the Philippines
Department of Social Welfare and Development

IBP Road, Batasan Pambansa Complex, Constitution Hills, Quezon City 1126

Telephone Nos. (632) 931-8101 to 07; Telefax (632) 931-8191

E-mail: osec@dswd.gov.ph

Website: <http://www.dswd.gov.ph>

Administrative Order No. 06
Series of 2013

Subject: Guidelines on the Management of Social Welfare Attache Office at the Philippine Embassy/Foreign Posts and Selection and Placement of Social Welfare Attachés

I. RATIONALE

The Republic Act 10022, an Act Amending Republic Act No. 8042 also known as the "Migrant Workers and Overseas Filipino Act of 1995" was created to institute policies on overseas employment and establish a higher standard of protection and promotion of the welfare of migrant workers, their families and overseas Filipinos in distress. The Act covers documented Filipinos who have travelled abroad. There are still a significant number of undocumented or illegal Filipinos abroad (also known as *irregular* and they are the more vulnerable to abuse and exploitation).

Based on the report of the Philippine Overseas Employment Administration (POEA) of 2009, an estimated 8.58 million overseas Filipinos are reported to be in more or less 197 countries and territories representing almost 10% of the total population. These are either regular migrants or temporary residents abroad whose stay overseas is employment-related and who are expected to return at the end of their work contracts. Overseas employment stays as one of the top employment for most of the Filipinos. Overseas Filipinos include some 4.05 million permanent settlers (the majority of whom are in the United States), about 3.86 million temporary labor migrants, also known as Overseas Filipino Workers (OFWs), with Saudi Arabia hosting close to a million. Filipino temporary residents abroad are either legal workers or irregular workers. Also, there are estimates of about 658,370 Filipinos who are considered irregular workers. These are those who are not properly documented, those who do not have valid work permits, or those who are overstaying workers¹.

The Department, in response to the current needs of the Overseas Filipino Workers (OFWs) developed the International Social Welfare Services for Filipino National (ISWSFN) to institutionalize a system of providing social services to overseas Filipinos, be they documented or undocumented migrants or temporary residents in a foreign country. The ISWSFN was carried out through the deployment of social workers overseas categorized into four schemes: (1) deployment of social workers as Technical and Administrative Assistant to the Labor Attaché (TALABATT) under the Overseas Comprehensive Social Services Package for OFWs in partnership with Department of Labor and Employment (DOLE); (2) deployment of social workers on internship to the International Social Service (ISS) in Japan and Hongkong; (3) deployment of Social Welfare Attaché to Malaysia through the Department of Foreign Affairs (DFA) and to provide psychosocial interventions and other welfare services to migrant Filipinos particularly the illegal entrants and undocumented OFWs; and (4) social worker as part of Humanitarian Missions, although no deployment was made for this number four scheme.

The first Social Welfare Attache (SWAt) was assigned at the Philippine Embassy in Kuala Lumpur, in December 2002. The following year, Executive Order No. 287, "Directing the Deployment/Posting of Social Welfare Attachés in Selected Diplomatic Posts" was signed by then President Gloria Macapagal Arroyo. It was only in 2010 when the second Attache was assigned at the Philippine Embassy in Riyadh, Kingdom of Saudi Arabia, KSA pursuant to E.O. No. 287.

¹ www.cfo.gov.ph
Page 1 of 23

DEPT. OF SOCIAL WELFARE & DEV'T.
IBP ROAD, CONSTITUTION HILLS, Q.C

SEP 26 2013

LEGAL SERVICE

RECEIVED BY: _____

The presence of a SWAt in Malaysia and Riyadh, KSA resulted in coordinated and converged delivery of psychosocial services for OFWs and other Filipino nationals abroad, especially for cases of trafficking and deportation who are victims of exploitation, physical, psychological, and sexual abuse. Hence, due to increasing need for the provision of social welfare services, the Department will expand and open Social Welfare Attachés offices in countries with high concentration of OFWs such as Jeddah in KSA, Abu Dhabi, Dubai UAE, Hongkong, Kuwait and South Korea. The posting of SWAt in the said countries will address the need of distressed migrant workers for psychological interventions and other social welfare services, particularly those who are victims of trafficking, deportees/repatriates and other irregular workers who were abused and exploited as determined by the Department of Foreign Affairs (DFA), Department of Labor and Employment (DOLE) and Philippine Overseas Employment Agency (POEA).

With the issuance of NOSCA (SWO IV) for designation as Social Welfare Attache, it is appropriate that guidelines on the recruitment, selection and placement of SWAt position are updated accordingly as well as management of a Social Welfare Office for the guidance of SWAt.

The social worker designated as SWAt will form part of the Philippine Embassy country team member and shall perform the functions as stipulated in the Terms of Reference between the Department of Foreign Affairs (DFA) and Department of Social Welfare and Development (DSWD).

II. LEGAL BASES:

- **RA No. 7157, An Act Revising RA No. 708, As Amended known as the “Philippine Foreign Service Act of 1991”**

The State shall pursue an independent foreign policy. In its relations with other states, the paramount consideration shall be national sovereignty, territorial integrity, national interest, and the right to self-determination.

- **Republic Act 10022 – An Act Amending RA 8042 known as the Migrant Workers and Overseas Filipino Act of 1995**

Section 19 – In countries where there are large concentrations of Filipino Migrant Workers, there shall be established a migrant workers and Other Overseas Filipino Resource Center.

- **Labor Code of the Philippines – 1999 Edition**

Article 21 item a – To provide all Filipino workers within their jurisdiction assistance on all matters arising out of employment.

- **Executive Order No. 15 Series of 1998 “Redirecting the Functions and Operations of the Department of Social Welfare and Development”** mandates that the DSWD provide assistance to service providers in effectively implementing programs, projects, and services that will alleviate poverty and empower disadvantaged individuals, families and communities for an improved quality of life. To fulfill its mandate, the DSWD, among its responsibilities is the administrator of special social services and social development funds intended to assist disadvantaged individuals, families and communities. Further, the DSWD shall initiate, promote and maintain bilateral and multi-lateral linkages for technical cooperation and coordination with the DFA. Furthermore, it promotes, coordinates, establishes, operates and maintains support institutional facilities, projects and services and social laboratories and learning centers for the benefit of its constituents and in furtherance of social welfare and development.

- **Executive Order 287 Series of 2003 - "Directing the Deployment/Posting of Social Welfare Attachés in Selected Diplomatic Posts"**

Direct the deployment of social workers as Social Service Attachés in selected diplomatic posts with large concentration of Overseas Filipino Workers.

- **Executive Order No. 461 series of 2005, - Revising Further the Compensation Plan of the Foreign Service of the Philippines**
- **Government Auditing Rules and Regulations (GAAM) vol. 1 Article 2. Cash Advance under the following sections:**
 - Sec. 173. b. Special Cash Advance
 - Sec. 174. General Guidelines in the granting and utilization of cash advances
 - Sec. 179. Liquidation of Cash Advances and
 - Sec. 180. Reports and documents required to support the liquidation

III. OBJECTIVES:

General:

Institutionalize a system in the selection and deployment of Social Welfare Attachés and in managing social welfare attaché office to include provision of social welfare services to Filipinos in foreign countries to protect and promote their best interest and general welfare pursuant to RA 8042 and the mandate of the Department to provide protection to vulnerable and disadvantaged individuals and sectors.

Specific Objectives

1. Implement the guidelines in the recruitment, selection, deployment and recall of Social Welfare Attachés;
2. Implement a comprehensive and appropriate social welfare services to overseas Filipinos and their families;
3. Strengthen partnership and coordination with one-country team member agencies especially the DFA/ATN and DOLE/OWWA in addressing the issues of migrant workers;
4. Institutionalize delivery of basic social services through effective and efficient case management system;
5. Establish a network among welfare agency partners and Filipino communities in the post;
6. Establish a gender-based data banking system to ensure documentation of OFWs;
7. Provide technical assistance along social welfare to NGOs and other GOs concerned with the welfare of OFW whenever indicated;
8. Provide technical assistance in the selection of Social Welfare Attachés for deployment;
9. Provide overall guidance on the processes and documentation on the recruitment, selection and placement of Social Welfare Officers IV designated as Social Welfare Attachés to foreign posts in accordance with their qualification, competencies and attitude;
10. Strengthen fund management and internal control system;

11. Provide guidance to the SWAt, who is a one-man team, in the management of an office in the post and in establishing networks with overseas-based social welfare agencies and/or individuals and groups;

IV. DEFINITION OF TERMS

Under this guideline, the following terms shall be defined as:

1. **International Social Welfare Services for Filipino Nationals** – refers to institutionalized system of providing social services to overseas Filipinos, be they documented or undocumented migrants or temporary residents in a foreign country developed by the Department of Social Welfare and Development (DSWD). It involves the deployment of DSWD social workers/Social Welfare Attachés in selected Philippine Embassies/posts with high concentration of OFWs as determined in coordination with the DFA, DOLE and POEA.
2. **Regular Attache**– refers to staff of the Department of Foreign Affairs designated as attachés by the Secretary of DFA to various posts abroad from the rank of foreign service officer and foreign service staff officer.²
3. **Service Attaches and Representatives of Other Departments** – as defined by the Foreign Service Act refers to the assignment and accreditation of personnel in any department, bureau or agency of the Government as service attaches to embassies or representatives to consulates which shall have the prior clearance of the Secretary of the DFA who shall take into account the specific places where the services of these officers or employees from other the government agencies are needed, except trade attaches who shall be assigned and accredited only after consultation with the Trade Secretary.
4. **Home office** - means the Department of Social Welfare and Development and its offices in the Philippines;
5. **Post** - means all Philippine embassies, missions, consulates general and other foreign service establishments maintained by the Department of Foreign Affairs;
6. **Chief of Mission**- means the head of an embassy or other diplomatic missions of the Philippines, or any person appointed by the President to such position, whether serving in the home office or foreign service;
7. **One-Country Team Approach** – shall mean that all officers, representatives and personnel of the Philippine government posted abroad regardless of their mother agencies shall, on a per country basis, act as one country-team with a mission under the leadership of the head of the Post
8. **Recall** - Recall (or "Recallee") as defined by the Department of Foreign Affairs refers to the official or staff returning to the Philippines whose tour of duty has ended or whose return is by virtue of disciplinary order without completing his/her tour of duty. Recall of Social Welfare Attaché whose tour of duty ended shall be issued 6 months prior to end of tour of duty unless for disciplinary action.
9. **Protocol** – refers to accepted rules governing the conduct of diplomats with the Foreign Ministry, the officials and the public in the host country, other diplomats and international organization. Rules of protocol include niceties, courtesies and politeness in oral and written

² RA 7157 An Act Revising RA No. 708, As Amended or the Philippine Foreign Service Act of 1991.

communication, attendance in public functions and in the day to day performance of duties by diplomats.

10. **Irregular/Undocumented Filipino migrant workers** – refer to the following: (1) Those who acquired their passports through fraud or misrepresentation; (2) Those who possess expired visas or permits to stay; (3) Those who have no travel document whatsoever; (4) Those who have valid but inappropriate visas; or (5) Those whose employment contracts were not processed by the POEA or subsequently verified and registered on-site by the POLO, if required by law or regulation³.
11. **Interim Attaché**– for purposes of this guideline, shall mean an alternate attaché, coming from the members of the Execom, Mancom and Regional Directors, who shall be posted during the in-country assignment of the Social Welfare Attaché and no attaché from the pool is available for posting.

V. GENERAL POLICIES

1. One SWAt shall be posted in a specific country, pursuant to foreign service rules and regulations. For countries where the SWAt is a Service Attache/ Representative and employment of local hires to function as administrative assistant is allowed, the DSWD may designate an Administrative Assistant coming from the home office, to assist the Social Welfare Attaché, based on availability of funds. The Administrative Assistant shall be a social worker with plantilla position but whose allowances will be based on fund availability. It may be based on the existing rules and regulations/practices on local hires at the Philippine Embassy/Consulates or based on DFA rules and regulations on foreign service.
2. The SWAt shall occupy a plantilla position of Social Welfare Officer IV (SWO IV). Reference for the SWO IV positions created for the purpose of designating Social Welfare Attachés shall be based on the Notice of Staffing and Compensation Authority (NOSCA) issued by the Department of Budget and Management.
3. The office where the selected candidate originates shall fill-up the vacancy under substitute status for the duration of the posting of the incumbent, subject to existing Civil Service Commission (CS) rules and regulations.
4. No SWAt shall be posted abroad two years before his/her mandatory age of retirement.
5. An interim Attaché shall be posted whenever a vacancy occurs due to the recall of the SWAt as a result of the end of tour of duty, or due to disciplinary action. When a vacancy in the post occurs due to the in-country assignment of attachés and no available attaché from the pool can be deployed, the designation of the interim attaché may be taken from the staff/officials. The interim attaché shall bring with him/her position while posted.
6. The Terms of Reference, signed by the DFA Inter-Department Committee for Attaché Services, DSWD Undersecretary for Operations and Programs Group, and conformed by the SWAt shall guide the latter in the disposition of his/her functions and duties while at the Post.

³ Omnibus Rules and Regulations Implementing The Migrant Workers and Overseas Filipinos Act Of 1995, As Amended By Republic Act No. 10022

7. The SWAt shall study the culture and the situations of Filipino in distress in the country where he/she will be posted. Further, he/she shall study accounting and budgeting rules and regulations and go over past reports of the previous Attachés prior to posting.
8. There shall be a seven-day interfacing between the incoming and outgoing SWAt to familiarize the incoming SWAt on the work of the outgoing SWAt. Turn-over of records, equipment and unfinished business/activities of the outgoing SWAt shall be done during the period of interfacing.
9. While on tour of duty, Social Welfare Attachés shall be entitled to monthly overseas allowances, monthly living quarter allowances, monthly family allowance, relocation allowance, annual clothing allowance, monthly representation allowance, life/health insurance and other benefits within the index indicated in the Philippine Foreign Service Act⁴.
10. The SWAt shall continue to receive his/her salaries as SWO IV through payroll/ATM. Any arrangement, contrary to the regular mode of payment for monthly salary, shall be officially communicated/approved by the head of the GASSG through the Financial Management Service.
11. The SWAt assigned in remote and depressed areas, strife-torn or embattled areas, distressed or isolated stations, mental hospitals, leprosaria, areas declared under a state of calamity or emergency which expose them to great danger, volcanic activity/eruption, occupational risks or threats to life shall be compensated with hazard allowance equivalent to at least twenty *per centum* (20%) of the monthly basic salary as provided under the Magna Carta of Social Workers⁵

VI. IMPLEMENTING PROCEDURES

A. Recruitment, Selection and Placement Processes:

Recruitment and Selection Process:

1. Applicants for the item of SWO IV under the NOSCA issued by the DBM for the purpose, shall be designated as Social Welfare Attachés. All applicants who are higher than SWO IV shall be briefed prior to their taking the examination and will sign a waiver that they are giving up their item/position voluntarily. Only those who signed a waiver will be included in the shortlist subject to submission of documentary requirements.
2. Candidates for the SWAt posts shall be screened based on the competency areas applicable to their tasks and functions while posted overseas. Competency areas which the SWAt should possess include, but not limited to, the following:
 - a. Knowledge of international laws, convention and diplomatic protocols and country-specific laws basic to her country of assignment;

⁴ a) DFA Department Order No. 21-04 – Executive Order No. 298 Regarding Official Travels of DFA Personnel, August 20, 2004, b) DFA Foreign Service Circular No. 214-93 – Excess Baggage Allowance, c) Executive Order No. 481- Revising Further the Compensation Plan of the Foreign Services of the Philippines, September 5, 2005, d) DFA Department Order No. 03-08 – Implementing Rules and Regulations and Adjustment of Rates for Relocation Allowance, February 7, 2008 and among others.

⁵ Section 15 (a) RA 9432, An Act Providing for a Magna Carta of Social Workers

- b. Coordination and collaboration with the other members of the One Country Team/post, undocumented OFWs and primary offices of host country;
 - c. Planning, including planning for contingency and worst case scenario which may adversely affect the undocumented OFWs and her/his wellbeing;
 - d. Methodology and approaches should be gender-responsive, child-friendly (if applicable) and culture sensitive;
 - e. Communication and interaction skills;
 - f. Financial management, including basic accounting and auditing procedures;
 - g. Reportorial skills including analysis and documentation.
3. Preliminary identification, particularly coming up with the qualified applicants for submission to the Department Cluster concern, shall be the responsibility of the Human Resource Development Bureau, while the Execom of the Department shall decide/select who among the shortlisted applicants will be appointed as the SWAT.
 4. In accordance to item number 5 under the general policies of this guideline, an interim attaché may be designated when no available attaché from the pool can be deployed during the in-country assignment of attachés.

Selection Committee⁶:

The applicants for a SWAT position shall undergo a three-stage screening process. The first stage shall be a paper review to be done by the Human Resource Development Bureau in coordination with the Protective Services Bureau. The second stage shall be conducted by the Second Level Screening Committee, the result of which is a short list that will be evaluated by the Final Screening Committee, which is the Department's Executive Committee (ExeCom).

At all stages, candidates shall be screened in accordance to the criteria and qualification requirements set for a SWAT.

The 2nd level screening committee shall be composed of the following:

Chairperson : Undersecretary, Operations and Programs Group
Alternate Chairperson : Undersecretary, Institutional Development Group

Members

Directors of the following Bureaus or his/her representative who shall be at least a Division Chief (SWOV or CADOF):

- Social Technology Bureau (STB)
- Protective Services Bureau (PSB)
- Human Resource Development Bureau (HRDB)

The Committee shall recommend three applicants found to be most qualified for the position of SWAT to the Executive Committee which shall conduct the final interview and decide who among those shortlisted and interviewed be appointed as SWAT. Specific functions of the Selection Committee are:

- Screen and select qualified applicants in accordance to the criteria and qualifications set for the position.
- Develop a criteria and an interview or assessment guide to be used for the selection process.
- Interview applicants and deliberate on the results of the interview and examinations administered.
- Brief applicants of the requirement for the successful applicants to sign an undertaking for their acceptance of the SWO IV item.
- Endorse names of the three best qualified applicants to the ExeCom through the Undersecretary for Operations and Programs Group.
- Act on petitions/appeals from the applicants.

Secretariat services will be provided by the Human Resource Development Bureau (HRDB)⁷. The Protective Service Bureau (PSB) shall provide the Secretariat with technical support especially on the determination of competencies required from applicants.

Qualification Requirements:

a. Rank/Position

Candidates must be Social Welfare Officer (SWO) III and above who has been working in the Department for at least five (5) years.

Applicants holding positions higher than SWO IV shall be required to sign an undertaking/waiver as provided in this guideline.

b. Minimum Qualification Requirements:

1. Registered Social Worker;
2. Must be holder of a regular position;
3. Must be thirty (30) years old and above;
4. With Very Satisfactory (VS) performance rating for the last two (2) rating periods;
5. Must be mentally and physically fit (Certification may come from the current HMO physician of DSWD or any government physician);
6. Must have served the DSWD for at least five (5) years including the services rendered of the candidate while he/she was under Contract of Service;
7. Must have no pending administrative or criminal cases;
8. Must have rendered the required service obligation from previous local or foreign scholarship grants;
9. Must have no pending scholarship (local or abroad) and;
10. Must have not availed of similar posting for the last 5 years (for interim Attaché only)

c. Additional Qualification Requirements:

1. With relevant studies/courses taken
2. Proficient in using the Microsoft word, excel, spread sheet, powerpoint presentation and web/internet.

⁷ Human Resource Management and Development Service (HRMDS) is now called Human Resource Development Service as per Special Order No. 265, series of 2012 signed by Honorable Secretary Corazon Juliano-Soliman

3. At least five (5) years of relevant experience in program planning, organizing, monitoring and management of programs, plans and activities including direct service delivery of welfare and psychosocial concerns;
4. With at least thirty-two (32) hours of relevant training on gender and development, psychosocial intervention including counseling, trauma/stress and case management, therapy, Critical Incidents Stress De-briefing (CISD), etc.;
5. Proficient in technical writing i.e. project documents, project proposals, project reports;
6. Working knowledge in financial management e.g. budgeting, accounting and auditing;
7. Ability to mobilize and to network with other agencies, both government and non-government organizations;
8. Good interpersonal skills; ability to establish and maintain effective partnership and relationship;
9. Ability to adapt and work in a cross cultural setting/multi-ethnic environment;
10. Ability to represent DSWD in the Post and the host country and has a good negotiation skills with senior officials such as the Diplomatic/Ambassador and other head of agency in the Diplomatic Post;
11. Exhibits integrity and responsibility in the workplace; and
12. Good decision-making and leadership skills.

Placement/Deployment

1. Pre-Departure Orientation

Before leaving for Post, the SWAt shall complete attendance in the prescribed seminars:

a. DSWD

1. A pre-departure orientation will be conducted by the DSWD for SWAt in coordination with the Financial Management Service (FMS) with the following objectives:
 - a. Immerse the SWAt on ISWSFN project, related policies/laws, DSWD programs and services, and their functions and duties prior to the deployment;
 - b. Familiarize the SWAt on basic financial and office management.
2. A certificate of the DSWD pre-departure orientation shall be submitted to the DFA as requirement for actual posting.

b. DFA (*for first time assignee*)

1. Once the Social Welfare Attaché had been identified, the DSWD-PSB writes the DFA-Inter-Department Committee for Attaché Services requesting attendance of the Social Welfare Attaché to the three-week Pre-Departure Orientation Seminar (PDOS) for SWAt to be deployed for the first time.
2. The SWAt shall attend and complete the PDOS conducted by the DFA-Foreign Service Institute (FSI) as prerequisite for foreign posting.
3. The certificate of the DFA-PDOS will be submitted to the DFA as requirement for actual posting.

2. Tour of Duty

- a. *Duration* - The tour of duty of the SWAt shall be for two (2) years, with a possible extension of one (1) year, depending on the performance of the SWAt and recommendation of the head of mission. The SWAt may be recalled before end of tour of duty based on the reasons for recall cited under the implementing procedures of this guideline.
- b. *Performance Appraisal Report (PAR)* - The SWAt shall prepare the performance commitment as SWAt signed by the cluster head, prior to posting. He/she shall also accomplish a performance appraisal report (PAR) form for the Head of Post to evaluate the former's performance at Post. These duly accomplished PARs shall be submitted to the DFA through the OPAS-HCSAD. The performance evaluation shall compose of 50% from post and 50% from home office.
- c. *Interfacing* - The SWAt shall travel 7 days prior to the actual assumption of duty as SWAt. The 7-day transition period between the outgoing and incoming SWAt shall include orientation and turn-over of cases, records, equipments and unfinished business/activities of the outgoing SWAt, familiarization with the office structure, policies, programs and protocols. Further, the outgoing Attache shall extend assistance to the incoming Attache in looking for permanent dwelling place of the incoming Attache. The Daily Subsistence Allowance authorized herein shall be deemed the equivalent of per diems authorized under Section 75 of RA No. 7157, otherwise known as the Foreign Service Act of 1991 which is based on the UNDP index. The said cash advance shall be liquidated within 60 days based on accounting rules and regulations.
- d. *Travel* - The PSB shall inform the DFA on the actual date of travel of the SWAt and provide details of flight schedules. The PSB shall ensure that the SWAt shall carry an introductory letter signed by the Secretary addressed to the Head of the Mission upon assumption to duty. Further, the SWAt shall furnish the home office a certification on the actual assumption to duty signed by the Head of Mission.

All travels of the SWAt requiring payment of per-diems shall be approved by the OPG cluster head, as endorsed/approved by the head of mission. All travels of SWAt outside official station but within the coverage of consular services should not exceed 5 days a month except when necessary and approved by the Undersecretary of OPG through the PSB.

All personal travels outside the Posts shall be approved by the head of the OPG cluster upon submission and approval of application for vacation leave based on CSC rules and regulations. All travelling expenses related to personal travels shall be borne by the SWAt. Leaving the Post without approval from the OPG cluster head shall be subject to disciplinary action and may be ground for recall.

- e. The SWAt shall refrain from getting OFWs in distress to serve as private staff or do personal errands. In no case, shall the SWAt harbor runaway OFWs in her living quarter in violation of the host country's laws and customs.

3. Duties and Responsibilities of the Social Welfare Attaché

Under the One Country Team, the Social Welfare Attaché shall undertake the following in collaboration with other members of the team as needed.

- a. Undertake surveys and prepare official social welfare situationers on OFWs in the area of assignment;
 1. Establish and maintain data banking system and documentation of OFWs and their families so that appropriate social welfare services can be more effectively provided.
 2. Install/utilize the Management of Information and Communication Systems for trafficked persons to ensure inclusion of the trafficked person in the database as basis to provide better services to trafficked persons and their families.
- b. Establish a network with overseas-based social welfare agencies and/or individuals and groups which may be mobilized to assist in the provision of appropriate social services;
 1. Conduct regular consultation with overseas Filipinos/migrants and concerned agencies to discuss social welfare issues and challenges confronting OFWs that can be used as basis for policy formulation or program development;
- c. Respond to and monitor the resolution of problems and complaints/queries of OFWs and their families;
 1. Provision of assistance to Overseas Filipinos who are in crisis situation such as assistance for food, clothing, toiletries, limited medical assistance, transportation assistance for repatriation, arranging for shelter, assisting clients during court hearings/visit to detention centers/hospitals as directed by the Head of Mission and other programs/services/activities responsive to the needs of the OFWs in distress;
 2. Provide psychosocial interventions and comprehensive social welfare services, for the protection and recovery of Overseas Filipinos in distress thru counseling, stress debriefing, value formation/ healing sessions;
 3. Manage cases of abandoned, neglected, Filipino children and provide alternative child placement services, if appropriate and recommend areas as subject for bilateral agreement for the welfare of children and in accordance to CRC;
 4. Handle pre-marriage counseling in accordance to Art. 16 of the Family welfare Code at the Embassy;
 5. Refer cases of women in especially difficult circumstances to DSWD/LGUs/NGOs residential care facilities for cases needing intensive case management and temporary shelter and or returning OFW cases handled for after-care services and follow-up;
 6. Refer cases to DSWD LGUs/NGOs for repatriated victims of trafficking under the National Referral System (NRS) for the Recovery and Reintegration of Trafficked Persons utilizing the standard forms adopted by the National Inter-agency Committee Against Trafficking.
- d. Submit regular reports to the DSWD and DFA Home Office on plans and activities undertaken, recommendations, and updates on the situation of OFWs particularly those encountering difficulties in the host country. Said report may form part of the Semi-Annual report to Congress as provided under Section 33 of RA 8042.
- e. Provide information about DSWD and its attached agencies and services.
- f. Perform other related function in the delivery of social services, as may be directed by the Head of the Diplomatic Post in the area of assignment.
- g. The SWAT shall handle referred cases particularly those who are irregular OFWs/migrants for provision of but not limited to the following:
 1. Psychosocial services to distressed OFWs and facilitating the safe return to the Philippines of deportees, victims of trafficking and other forms of abuse and exploitation, physical, psychological and sexual abuse

2. Social services/basic needs provisions such as assistance for food, transportation, medical toiletries needs and temporary shelter
 3. Psychosocial interventions and comprehensive services provision for social integration, counseling, critical incident stress debriefing, focused group discussion/healing sessions
 4. Regular conduct of jail and detention center visits
 5. Facilitate issuance of travel documents for cases needing immediate repatriation and deportation
 6. Networking, referral for either temporary shelter, rescue and locating whereabouts of the overseas Filipinos in distress
 7. Escorting the trafficked victims to the police for further investigation and court hearings of rescued cases
 8. Collaboration with government offices and other service providers such as non-government organization for cases needing rescue and legal assistance and repatriation services
- h. The SWAt shall ensure case management on cases handled from the initial case assessment, intervention planning and intervention implementation, if appropriate.
 - i. In all cases managed, the SWAt shall come up with a case summary report.
 - j. Children of Filipino nationals who are not registered in the host country due to absence of legal documents shall be referred to the Consular Office for the processing of documents/issuance of birth registration documents

4. Benefits and Entitlements

The SWAt shall be entitled to the following pursuant to Philippine Foreign Service Act:

- a. **Overseas Allowance** – shall be given to SWAt to adjust the take-home pay for any changes in the cost of living abroad arising from the change in foreign currency conversion rates, differential cost of living between the Philippines and foreign posts, and the extraordinary and necessary expenses not otherwise compensated for, which are actually incurred by officers or employees while serving abroad.
- b. **Living Quarters Allowance** – initial living quarters allowance shall be given in advance, good for one month which will be processed together with the relocation allowance. Succeeding living quarters allowance will be transferred to the Post upon submission of Certificate of Suitability of living quarters signed/attested by the head of mission in accordance with DFA Department Order No. 22-07 and the lease contract with the owner of the residential facility where the SWAt will stay for the duration of his/her deployment. In no case shall the SWAt sub-lease portion of his/her dwelling. For countries needing 6-month advance payment to one year, the cash advance payment will be in accordance to Executive Order No. 461 series of 2005, Revising Further the Compensation Plan of the Foreign Service of the Philippines.
- c. **Relocation Allowance** – entitlement to an allowance for packing, shipment by usual means of transportation, of any officer or employee in the foreign service on assignment or from a post in such amounts within such limitations as may be prescribed pursuant to Section 64, Part a, Title XII of the Foreign Service Act. The SWAt could choose from either to ship or receive the money value equivalent to 50% of the relocation rates provided under the DFA Department Order No. 03-08.

- d. **Medical Insurance** – the SWAt shall be required to subscribe to a medical insurance scheme available in the host country. Twenty-five (25%) of the corresponding premiums shall be payable by the SWAt and seventy-five (75%) thereof shall be borne by the Department as its contribution which should be included in the work and financial plan.
- e. **Clothing Allowance** – is granted to SWAt not more than once every twelve (12) months, rates shall be determined by the Department.
- f. **Representation Allowance** – granted to SWAt which may be expended for necessary entertainment, charitable contributions, memorials, flowers, gifts club initiation fee and membership dues, and the like but must be supported by proper receipts or vouchers or such proofs as may be shown that the expenses have been made in the public interest. For interim Attaché who are entitled to RATA as 3rd level officials, no official receipts are required.
- g. **Family Allowance** – given to a foreign service officer who is living with his family at the post of assignment, to a dependent spouse and to each unmarried legal minor dependent child but not exceeding three (3) in number. If both husband and wife are in the foreign service and assigned in the same post, only one of them may claim the allowance.
- h. **Leaves of Absence** - The SWAt shall also be entitled to additional 15 days for vacation leave and 15 days for sick leave based on the DFA rules and regulations on accumulation of leave credits. However, such additional leave credits will not be granted when recalled at the home office or during in-country assignment.

A vacation leave with a duration of more than fifteen (15) days and to be spent outside the territorial jurisdiction of the Philippine Embassy/Consulate, or more than thirty (30) days if within said jurisdiction, shall be taken only upon approval by the Home Office, with proper endorsement by the Head of Post. The vacation leave shall be granted in such a manner as not to hamper the efficiency of the service.

In recommending approval of any home leave, the Head of Post shall certify that (1) the home leave will not impair Post's efficient delivery of services; (2) the duties and responsibilities of the assignee have been properly turned over to other personnel at Post for the duration of the leave; and (3) a replacement or substitute is not necessary.

5. Recall

a. Procedures for Recall

- 1. **End of the Tour of Duty** - After the end of tour of duty, the performance of the SWAt shall be assessed based on, but not limited to performance, feedback from the Post, demeanor/deportment during the period of deployment. The assessment result will determine if he/she shall be included in the pool of attachés. The SWAt included in the pool of attachés shall be re-deployed after two years of in-country assignment. Below are the procedures for recall for end of the tour of duty:
 - a. The PSB shall prepare the recall order to be signed by the Secretary thru the OPG Head six months prior to the end of tour of duty. The signed recall order shall be forwarded to the Philippine Embassy/Consulate thru the Social Welfare Attaché copy furnished the DFA. The PSB shall also recommend replacement coming from the pool of Attaché if available, or ensure selection screening of interim Attaché for Execom approval, 6 months prior to vacancy of a post.

- b. The SWAt shall ensure that all financial obligations both official and personal, are settled before he/she returns to the country.
 - c. The SWAt shall secure Certificate of Clearance from the Philippine Embassy at the end of tour of duty and submits said document to the HRDB for record purposes.
 - d. The SWAt shall report to the DSWD Central Office immediately upon arrival in the country to report to the Secretary and to the OPG head. Psychosocial processing sessions for the SWAt will be arranged by the PSB.
 - e. A terminal report shall be prepared by the SWAt at the end of the tour of duty for submission to the Secretary copy furnished Head of the Mission.
 - f. The available attaché from the pool shall be deployed to replace the recalled attaché. When no available attaché from the pool, an interim attaché designated by the Execom as provided under the general policies of this guideline shall replace the recalled attaché until the appointed SWO IV/SWAt from the pool becomes available.
2. **Recall due to other Reason/s-** The SWAt may be recalled from the post by the home office prior to the end of tour of duty due to, but not limited to the following reasons:
- a. The SWAt has under/low performance as determined during the performance evaluation;
 - b. There is inappropriate/irregular use of funds;
 - c. There is due and valid complaint from OFW Filipino Communities, co-workers or supervisor. Valid complaints shall include but are not limited to the following:
 - Disrespect to authority and culture of the host country
 - Violation of professional ethics (e.g. accepting bribes, using client's money, etc)
 - Serious acts compromising the status or image of the embassy/DSWD or non-observance of diplomatic protocols or when the SWAt committed a grave offense that violates the laws of the host country or the post or the Department;
 - d. Committed an act unbecoming of a public official;
 - e. There are signs or symptoms of psychological and mental imbalance or when the SWAt is in serious health condition that hampers the discharge of their duties and functions;
 - f. Threat to his/her life as recommended by the Head of the Post, or when war or crisis of serious nature and magnitude in the country of assignment occurs that endangers the security and life of the SWAt.
 - g. The SWAt resigns or retires or requests for recall.

The procedures for recall due to other reasons shall be the same with the provisions under the procedures for the end of tour of duty, as applicable.

In addition, an investigation shall be conducted by the appropriate Bureau of the Department if recall warrants a thorough investigation and appropriate charges may be taken against the erring SWAt in accordance to Civil Service rules and regulations, Penal laws, and other Philippine laws that may apply.

- 6. In-Country Assignment -** The SWAt at the end of his/her tour of duty shall be assigned to the Office, Bureaus, Service, Units or Field Offices where his/her services are most needed. The Secretary may assign or designate him/her to function higher than SWO IV, based on pressing needs, as recommended by the OPG head.

7. Procedures in the Identification/Designation of Interim Attaché

- a. In accordance to this guideline, an interim attaché shall be identified for Execom approval when no attaché from the pool is available during the in-country assignment of the SWAT.
- b. The interim attaché may come from the members of the Execom, Mancom and Regional Directors bringing their item while posted.
- c. The identified interim SWAT shall be designated as SWAT during his/her tour of duty and shall continue to receive his/her salary through payroll/ATM while posted.
- d. The tour of duty of the interim attaché shall be determined by the Execom, or until such time that an attaché from the pool becomes available.
- e. Procedures on placement/deployment of selected SWO IV (SWAt) of this guideline shall follow in the placement/deployment of interim attaché.
- f. The interim attaché shall be entitled to benefits as a designated SWAT during his/her tour of duty.

B. Social Welfare Interventions at the Post

Target Beneficiaries

Migrant Filipinos and other Overseas Filipino Nationals who are in crisis situation, and in need of social services and protection such as abused, exploited, neglected, victims of trafficking, detainees and other vulnerable OFWs.

Programs and Services

The following are the programs and services which can be provided to overseas Filipinos in distress based on the result of assessment and need.

1. **Psychosocial counseling** – refers to the provision of individual, group or family counseling services to those in crisis to enable them to cope with homesickness and other related problems. Intensive therapeutic counseling to cases of abuse/ maltreatment particularly of women and children shall likewise be provided whenever indicated and in coordination with a concerned professional specialists. **Counseling** denotes a professional relationship between a trained counselor and a client. Relationship is usually person to person, and is designed to help clients to understand and clarify their views of their life space and to learn to reach their self-determined goals through meaningful, well-informed choices and through evaluation of problem (Burks and Steffire 1979, p.14)
 - a. **Psychosocial processing (PSP)**-is a method of facilitating the ventilation of emotions related to traumatic experience or a methodology and a skill used in generating psychological and emotional social issues among survivors of traumatic events.
 - b. **Debriefing or Stress Debriefing** – a group process that is applied to reduce the potential of Post Traumatic Stress Disorder (PTSD). It gives the people the opportunity to verbalize their distress and form appropriate concepts about stress reaction before false interpretation of the experience are fixed in their minds.
2. **Assistance to Individuals in Crisis Situation (AICS)** – provision of AICS will be in accordance to the Department's guideline in the provision of limited financial and material assistance. The assistance provided to individuals in crisis are the following:

2.1 Transportation Assistance

- a. **Repatriation-** plane tickets will be provided to qualified undocumented workers who cannot be served by the ATN and needing immediate repatriation. For this matter, the SWAt has to establish a linkage with a travel agency where check is paid. In no case shall cash be given to clients for the latter to buy the ticket. In the event that a client is capable to shoulder a portion of his/her ticket, such should be reflected in the assessment report.

Qualified OFWs for plane tickets are: undocumented, sick, frail, or a trafficked person needing repatriation within 24 hours per RA 10022, an Act Amending RA 8042 known as The Migrant Workers Act of 1995. When necessary, the SWAt shall refer the case to appropriate office for other services.

OFWs assessed to be in need of transportation assistance from Manila to destination province shall be referred to concerned Field Office for assistance copy furnished PSB. In no case shall a deported/repatriated OFW be given transportation assistance out of the fund of SWAt for the said purpose considering that the computation of the fare from Manila to the place of origin cannot be ascertain at the Post or that supporting documents like official receipt from boat or bus will not be available.

- b. **Transportation assistance within the Post** – transportation fare can be given to the runaway who came to the Embassy with no transportation fare or in going home to their place or residence.

- 2.2 **Medical Assistance-** shall be provided to the undocumented OFWs who need immediate medical attention. It is a provision of limited financial assistance for payment of consultation/medical examination and purchase of medicines upon presentation of doctor's prescription/medical abstract.

- 2.3 **Clothing Assistance-** This refers to the provision of clothing to runaway OFWs who came to the Embassy/consulate bringing nothing. The SWAt may provide 2 pairs of clothes and underwear after assessment.

- 2.4 **Toiletries-** is the provision of hygiene kit compose of toothbrush, toothpaste, soap, and sanitary napkins to runaway OFWs based on assessed need.

3. **Marriage/Pre-marriage Counseling** - The SWAt may handle pre-marriage counseling in accordance to Art. 16 of the Family welfare Code.

4. **Referral Services** – refers to facilitating access to services of other concerned GOs, NGOs to meet the needs of OFWs, either in the host country or in the Philippines.

5. **Food Assistance** – provided to run aways not served by the center at the Philippine Embassy manned by POLO/OWWA, laid off workers with no other source/means of living waiting for repatriation/deportation, and other Filipino in distress as assessed by the SWAt. The food assistance will be in the form of material assistance (in kind) and in no case shall cash be provided to the OFWs for the purchase of food. The SWAt shall purchase food supplies in bulk and there should be an inventory of stock pile conducted regularly.

The SWAt may also conduct activities aimed at helping the new migrant workers and other overseas Filipinos for settlement and integration into the culture of the host country. This also

involves the conduct of socio-cultural activities and networking to strengthen camaraderie with other Filipinos. This activity shall be jointly undertaken with the DFA and other member agencies of the "one-country team", concerned NGOs and other Filipino associations in the host country. Such conduct of socio-cultural activities shall be done without cost.

C. Fund Management

1. Work and Financial Plan

- a. The SWAt shall prepare the work and financial plan prior to his/her actual deployment based on the budget parameters.
- b. The proposed WFP, to include quarterly breakdown of funds, shall be reviewed by the PSB and Financial Management Service (FMS), endorsed by the head of the OPG and GASSG and duly approved by the Secretary;
- c. Monthly cash programming should also be done by the SWAt to determine allocated budget per month.

2. Transfer of Funds

- a. The SWAt shall maintain two separate bank accounts for fund transfer of his/her post allowance and for the operating expenses (MOOE) to be treated as cash advance in the post of assignment. The utilization/liquidation of MOOE will be in accordance to the accounting and auditing rules and regulations. Any inconsistency of the Philippine laws, rules and regulations with the host country in the disbursement of funds especially with regard to procurement shall be communicated to the DSWD Central Office in a form of a position paper with recommendations noted or endorsed by the head of mission for approval.
- b. Cash allocation based on the WFP of the Office of the Social Welfare Attaché will be transferred to the Post every month for the post allowance and on quarterly basis for the MOOE.
- c. The release of the MOOE shall be done on a quarterly basis subject for a monthly liquidation. In no case shall succeeding releases be done unless the 75% of the cash advance have been liquidated in accordance to the COA Rules and Regulations. The SWAt should ensure immediate liquidation for continuity of services. Failure to liquidate within 3 months which can affect timely delivery of services to OFWs in distress may be a ground for recall considering that the DSWD is constrained in transferring funds for MOOE.

3. Budget parameters

- a. **AICS** - services shall be provided in kind based on the following budget parameters:
 1. Food Assistance – Php 1,000 per food pack
 2. Medical Assistance - maximum of Php 2,000
 3. Clothing Assistance – maximum of Php 1,500
 4. Toiletries – maximum of Php 1,000
 5. Transportation Assistance for repatriation – actual plane ticket from the country of origin to the Philippines. Actual transportation fare from the port of entry to the place of origin of the OFWs shall be referred to the concerned DSWD offices prior

to the repatriation and said request shall be sent through email direct to FOs to include assessment report or other documents available, for provision of transportation fare copy furnished PSB.

Transportation fare provided to clients within the Post shall be based on the actual fare of the area taking into consideration the distance.

b. Communication expenses (monthly)

1. Postage/deliveries – Php 6,000
2. Cell cards/internet services – Php 8,000

c. Supplies – Php 4,000 monthly

d. Other operating expenses – Php 7,000 monthly

Other operating expense includes but not limited to payment of the transcriptionist from English to the language of the host country and car rental for purchase of goods, home visits, and other trips related to official functions. Ferrying the SWAT to and from residential/office shall be borne by the SWAT.

Any deviation in the budget parameters requires approval of the Undersecretary of OPG.

4. Supporting Documents

a. TEV – The supporting document for TEV claims include, but not limited to:

1. Travel order signed by the Secretary
2. Feedback report of previous travel
3. Itinerary
4. Travel order signed by the head of mission
5. UNDP index
6. Appendix b
7. Request why the need of the travel (interstate if not within the area of coverage of the Embassy/Consulate)

b. Communication expenses-shall include but not limited to the following:

1. Official receipt
2. Copies of the internet/cellcards
3. Certificate of official call/telephone number
4. Certification that it is still within the WFP

c. Representation allowance - must be supported by proper receipts or vouchers, and/or list of visitors except for interim Attaché who are entitled to RATA as 3rd level officials wherein no official receipts are required. All vouchers must be supported with a statement of the officer concerned that the expenses have been made in the public interest.

d. Payment for the following, if applicable, shall be supported by official receipt of the Embassy, with certification on the amount of share

1. Office rental
2. Utilities (light and water) including diplomatic pouch

3. Maintenance and janitorial services
- e. Food Assistance
 1. assessment report
 2. valid ID/passport or other identification document
 3. referral letter from the other offices (ATN/POLO), if appropriate
 4. acknowledgment with witness if applicable
 5. certificate of eligibility (CE)
 6. general intake sheet (GIS)
 7. other documents/like distribution sheet with signature of clients
 - f. Clothing assistance
 1. assessment report
 2. valid ID, passport or other identification document
 3. referral letter from the other offices (ATN/POLO), if appropriate
 4. acknowledgment with witness if applicable
 5. certificate of eligibility (CE)
 6. general intake sheet (GIS)
 7. other documents/like distribution sheet with signature of clients
 - g. Toiletries
 1. assessment report
 2. valid ID, passport or other identification document
 3. referral letter from the other offices (ATN/POLO), if appropriate
 4. acknowledgment with witness if applicable
 5. certificate of eligibility (CE)
 6. general intake sheet (GIS)
 7. other documents/like distribution sheet with signature of clients
 - h. Medical Assistance
 1. assessment report
 2. valid ID, passport or other identification document
 3. referral letter from the other offices (ATN/POLO), if appropriate
 4. acknowledgment with witness if applicable
 5. certificate of eligibility (CE)
 6. general intake sheet (GIS)
 7. medical abstract/prescription
 - i. Transportation assistance
 1. assessment report
 2. valid ID, passport or other identification document
 3. referral letter from the other offices (ATN/POLO), if appropriate
 4. Copy of plane ticket
 5. official receipt from the travel agency/ or airline
 6. acknowledgment with witness if applicable
 7. certificate of eligibility (CE)
 8. general intake sheet (GIS)
 9. certification that the client cannot be provided by POLO/OWWA/ATN

- j. Claims for post allowances (for first release only)
 - 1. Certificate of Assumption of Duty
 - 2. Certificate of Suitability of Living Quarters
 - 3. Certificate of Claim of Family Allowance (if applicable)
 - 4. Contract of Lease (housing)

5. Liquidation of Funds

Liquidation of funds shall be done on a monthly basis which includes submission of the following reports:

- a. Approved Liquidation Report
- b. Monthly Utilization Report - shall be prepared to support liquidation of cash advances, thus, showing daily disbursements incurred in the post.
- c. Monthly Fund Utilization report - summary report showing monthly balances of fund receipts and disbursement in the post.
- d. Report of Checks Issued - summary showing daily checks issued during the period including cancelled ones.
- e. Check Disbursement Record – summary showing monthly bank balance
- f. Cash Disbursement Report – report showing cash payments
- g. Report of Accountability for Accountable forms – shows the serially pre-numbered forms (i.e. bank checks) usage for which the SWAt thereof shall be accountable.
- h. Monthly Bank Statement
- i. Disbursement Vouchers
- j. Other documents to support the utilization of funds in the post.

6. Disbursement of funds

- a. If possible all transactions shall be paid to the payee (suppliers/clients). In instances where the SWAt effect payment in cash, the withdrawal from the bank shall be done through issuance of check, but only after the voucher and all supporting documents have been processed and check is issued payable to the SWAt. In no case shall the SWAt withdraw cash from the bank or issue check payable to his/her name in the absence of a voucher and supporting documents. However, if the SWAt withdraw cash from MOOE checking account in a form of another “cash advance” without the required voucher and supporting documents, the SWAt has to maintain a cash register/cash book for recording every transactions related to his cash advance and shall record each invoice/receipt/voucher individually for the day in accordance to COA Rules and Regulations and be ready for spot cash audit at any given time which may be done by the cashier or administrative officer of the Philippine Embassy/Consulate upon request of the home office. The cashbook shall be balanced, ruled and closed at the end of his/her tour of duty.
- b. A monthly bank statement shall be submitted by the SWAt to the DSWD together with the documents for liquidation. As such, the SWAt has to ensure official copy of the bank statement provided by the bank. In the absence of the bank statement, the SWAt may download initially from the internet copy of the bank statement to serve as a guide of the FMS and PSB in downloading succeeding funds.
- c. The SWAt shall ensure that the Report of Accountability for Accountable Forms and the physical count shall have no discrepancy at any given time.

- d. It is the duty and responsibility of the SWAt as Accountable Officer (AO) to be held accountable on the proper utilization/disbursement of funds in accordance with accounting and auditing rules and regulations for the funds entrusted to him/her.
- e. The SWAt shall settle all financial obligations and liquidate the funds within 60 days upon completion of tour of duty/ recall to home office.

D. Supply Management

1. Prior to deployment, the SWAt shall prepare a procurement plan for the supplies needed anchored in the work and financial plan.
2. The SWAt, as a one-man team, shall prepare and approve the Requisition and Issue Slip (RIS) and Purchase Request (PR) based on the procurement plan.
3. All goods purchased shall be supported with disbursement vouchers, obligation requests, receipts and other necessary documents as required under the existing accounting and auditing rules and regulations.
4. The SWAt shall apply the first in first out method in the distribution of goods.

VII. INSTITUTIONAL ARRANGEMENTS:

1. Department of Social Welfare and Development

- a. Sign terms of reference with the Department of Foreign Affairs for the deployment of SWAt.
- b. Identify and nominate through a broad based selection process, the most qualified personnel to be deployed as social welfare attaché in embassies or representatives in consulate.
- c. Provide available training and other related activities to the social welfare attaché to promote efficiency and effectiveness in the discharge of functions and duties prior to deployment with the Department of Foreign Affairs
- d. Exercise technical supervision, including site visitation and monitoring, over the deployed personnel in coordination with the DFA.

2. Department of Foreign Affairs

- a. Sign the terms of reference with the Department of Social Welfare and Development and facilitate/ issue consular accreditation to the deployed personnel as part of the embassy staff.
- b. Conduct pre-deployment orientation / training program and assist in facilitating requisites for deployment.
- c. Undertake administrative and operational supervision of the Social Service Attaché at Post.

- d. Provide logistical support to the Attaché including adequate office space equipments and facilities at Post.

VIII. REPORTING, MONITORING AND EVALUATION

1. Reporting

The SWAt shall submit monthly, quarterly, and annual accomplishment report (physical, financial and narrative) including profile of cases served reflecting all the activities done by the SWAt for the reporting period, duly noted by the Head of the Post, to the Office of the Secretary, copy furnished the OPG Head. Submission of special reports can be done anytime especially on high profile cases.

At the end of the tour of duty, the SWAt shall submit a comprehensive terminal report of accomplishments to the Secretary including financial and liquidation reports as basis for his/her clearance.

Please refer to Annexes for the reporting forms.

2. Monitoring

Bi-annual monitoring of program/service implementation at the Post shall be done by the Central Office through the OPG. Financial audit shall be conducted at the Post, when needed. The Post visit will serve as an avenue to assess the performance of the SWAt and provide technical assistance to ensure program implementation is in accordance with approved program policies/guidelines. Monitoring shall also include conduct of validation visit or client-satisfaction surveys to deported/repatriated OFWs assisted by the SWAt.

The FMS/IAS shall also monitor fund management or conducts financial audit at the Post, when needed.

All Attachés should comply with the recommendations of the COA and submit compliance of said recommendations to the COA

Results of the monitoring conducted shall also serve as basis for the improvement of existing policies relating to the project.

3. Evaluation

Annual evaluation of the performance of the deployed SWAt shall be done in the home office by the PSB based on the Performance Contract, which shall be prepared two-weeks before deployment covering the remaining months of the year. The PC for the succeeding year shall be prepared at the start of the year. The PC shall be approved by the OPG Head.

An assessment/evaluation of the project implementation shall also be conducted to help evaluate the performance of the SWAt.

IX. EFFECTIVITY

All issuances inconsistent with this Administrative Order are hereby revoked.


Issued in Quezon City, this 25th day of September 2013.

CORAZON JULIANO-SOLIMAN
Secretary

By the Authority of the Secretary:


MATEO G. MONTANO
Undersecretary, GASSG

Certified Copy:


MYRNA H. REYES
Officer In-Charge
Records Unit